



DEVELOPMENT SERVICES DEPARTMENT

Building (954-797-1111)

Engineering (954-797-1113)

Planning & Zoning (954-797-1103)

TOWN OF DAVIE 6591 ORANGE DRIVE, DAVIE, FLORIDA 33314-3399 (954) 797-1000

NEW COMMERCIAL BUILDING CHECKLIST

Required

- _____ Property tax folio number (on tax notice or receipt)
- _____ Proof of ownership (deed or current tax bill)
- _____ **Zoning** 2 sealed surveys (original)
 - Plot plan (showing all intended setbacks from property lines and other existing structures)
 - Surveys must show all easements and encumbrances
- _____ **Landscape** plan (can be incorporated on the plot plan)
- _____ **Structural** (Truss plans\Shop Drawings (2 Complete sets, signed and sealed by eng., reviewed and signed by arch\Eng. of record)
 - (Product Approvals 2 complete sets, reviewed and signed by Arch\eng of record.)
 - (Complete HVHZ Roofing application with notarized signature of contractor.)
 - (Letters of retention from insp. Firm that will be inspecting Eng. Unit Masonry and providing supervision of truss placement.)
 - (Soil Compaction Letter) Including bearing capacity
 - (2 complete sets, sealed by architect/ engineer)
 - Product approval/truss/shopdrawings/roofing applications maybe submitted at a later date, however this will result in an additional fee
- _____ **Electrical** (2 complete sets of plans)
- _____ **Plumbing** (2 complete sets of plans)
- _____ **Mechanical** (2 complete sets of plans) Energy calculations & energy guide form (supplied by architect/engineer)
- _____ Fire Sprinkler and Shop Drawings must be submitted prior to the permit issuance
- _____ Drainage district: (Stamped on Surveys or plans)
 - * CENTRAL BROWARD WATER CONTROL DISTRICT
 - * SOUTH BROWARD DRAINAGE DISTRICT APPROVAL (If structure is in easement)
 - * TINDALL HAMMOCK APPROVAL
- _____ Broward county dept. of planning & environmental protection approval
(Stamped on each set of plans *bring in all forms they return)
- _____ Broward county health department approval - If sewage and water usage is with
Septic Tanks or Wells (Stamped on each set of plans * bring in all forms they return)
- _____ Road paving fee or contribution agreement (Town of Davie Engineering Dept.)
- _____ Utility service agreement (Town of Davie Utilities if in Town of Davie Service Area)
- _____ Completed building permit application - Please note Plbg, Elect, Mech, Swim
Pool are separate applications.
- _____ Notarized signature on application
- _____ Contractors - A copy of all applicable licenses (Competency & Occupational) and copies
of insurance certificates for Workman's Comp and General Liability
- _____ Broward county impact fee statement or letter from county stating that fees were paid or waived
- _____ Plan check fee in the amount of \$500.00 due at time of submitting applications.